



Assessment/Data Conference
January/February 2017
Science CRT



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Agenda

- Introduction
- CRT Participation and Materials
- Test Preparation for System and School Test Coordinators
- Receipt and Distribution of CRT and CRT-Alt Test Materials from Measured Progress
- Test Preparation: Student Labels & Answer Booklet Coding
- Test Administration
- Post Test and Return of Materials to Measured Progress



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CRT-Science Participation and Materials



Participation

- Grades 4, 8, and 10
- Students attending 180 hours or more
 - Montana Accredited Schools
 - BIE
 - Montana Youth Challenge Academy
 - Job Corps
- Not included in participation
 - Home schooled students
 - Private non-accredited schools
 - Residential treatment centers under contract with OPI
 - NOTE: Part-time enrolled students test in resident school.



Prior to Receipt of Materials

- Familiarize yourself with the CRT and CRT-Alt manuals.
- Plan training with all staff involved with test administration using appropriate OPI resources.
- Student Registration Data
 - Identify students who need to be registered for the CRT Alternate Assessment by January 20.
 - Identify students who qualify to use test accommodations for the CRT-Science administration.
 - Order Large Print test booklets if needed.
 - Make sure your local student information is current and accurate and has been uploaded to AIM by January 20 for student label creation.
 - ~~February 6, 2017 – Deadline for Sort By Field for CRT and Alt for reporting.~~ January 20 was deadline for labels.



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Prior to Receipt of Materials Large Print Ordering

Large Print test booklets can be ordered from Measured Progress's iServices website.

Note: pre-ordered large print test booklets will arrive with the test shipment shipped from Measured Progress in mid-February. Large Print test booklets can also be ordered as an additional material after your primary shipment arrives.



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Prior to Receipt of Materials Guidelines for Accommodations

- Accommodations are available to all students on the basis of individual need, regardless of disability status. Decisions regarding accommodations should be made by the student's educational team on an individual basis, consistent with either previous accommodation decisions for the student or current educational needs.
- Any accommodation(s) used during testing must be consistent with those used during the student's regular classroom instruction and assessment for at least three months prior to testing.
- Standard accommodations are changes in the way a test is administered or responded to by the student who is being tested.
- Nonstandard accommodations change what is being measured by the test and will result in the student being reported as a "Novice." They are available only to IEP and LEP documented students.



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Prior to Receiving Materials Guidelines for Accommodations

- The accommodation has been in place and used regularly in classroom instruction for at least three consecutive months.
- A team made the decision about the appropriateness of the accommodation for instruction and formalized assessments.
- There are data to demonstrate the effectiveness of the accommodation for the student on formalized assessments.
- The accommodation is used in the administration of ALL other formalized assessments such as MAPS, chapter tests, unit tests, and other tests administered to groups of students.
- See [MontCAS Online Reports](#) for directions to request Double starred (**) standard accommodations. These are intended for use with students identified as IEP/504/LEP. These accommodations must be listed in the student's IEP, 504 plan, or LEP plan.



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Important Resources and References: Measured Progress iServices Website

<http://iservices.measuredprogress.org/>

- Select “Montana” or “Montana Alternate Assessment” from the drop down menu and select a service:
 - Order Large Print Test Booklets
 - Access the online reporting system (Montana Analysis and Reporting System/MARS)
 - Download additional forms and manuals
 - Order additional testing material
 - Request a UPS pickup for the return of your testing material
 - Submit required online Test Security Agreement immediately following conclusion of testing.



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Test Security










- Test coordinators and administrators are prohibited from disclosing the contents of CRT assessments. All test questions are secure. Under no circumstances should Test Booklets or marked Answer Booklets be reviewed, circulated, duplicated, or discussed. The only exception is for the administrator who needs to read to the student who is taking the test with a modality accommodation.
- Any concern about a breach of test security or noncompliance with test administration procedures must be reported immediately to the principal, System Test Coordinator, and State Assessment Director.
- All System Test Coordinators and school principals should be familiar with *OPI Guidelines and Procedures for Test Security* provided by OPI. This OPI publication outlines reporting procedures for testing irregularities. 2015 documents on the MontCAS site are current.
- All System Test Coordinators and school principals/authorized representatives must each complete an online test security agreement after testing. The agreements will be online at the Web address: <http://iservices.measuredprogress.org>.



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Test Security Documents

– TEST SECURITY

- Checklist for MontCAS Quality Assurance Observations 
- 2015 CRT and CRT-Alt System Test Coordinator Test Security Agreement Information 
- 2015 CRT and CRT-Alt System School Principal/Authorized Rep Agreement Information 
- 2015 CRT and CRT-Alt System School Teacher Information 
- Spring 2015 Confidential Test Irregularity Report 
- Spring 2015 Guidelines and Procedures for MontCAS Assessment Test Security 
- Spring 2015 MontCAS Test Security Procedures Power Point  PDF 
- System CRT Training Log 



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Important Dates

January 30, 2017 – System Test coordinators can download CRT-Alternate test booklets

February 15, 2017 - Test Materials will begin to arrive at system offices via UPS

CRT-Alt test window: February 20 – March 24, 2017

CRT test window: March 1 – March 24, 2017

Reminder: Monday, March 13, 2017 is the first day of daylight saving time. Some schools may choose not to test on this day.

March 28, 2017 - Last day to ship return materials

March 30, 2017 - Used Answer Booklets must be received at Measured Progress

• NOTES:

- Used Answer Booklets received after this date could delay the reporting of all results or impact individual district or school AYP results.
- *Complete list of dates on pg. 3 of Test Coordinator Manual



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Receipt and Distribution of CRT Test Material from Measured Progress



Receipt of Test Materials

Measured Progress will ship materials on Feb. 8, 2017

- All material are shipped to System offices.
- The System Test Coordinator should advise mailroom or main office to notify STC immediately upon receipt of test material.
- Materials are packed by school and by grade.
- Test materials' quantities are determined by enrollment plus a small overage.
- **CRT-Alternate Materials will be included in this shipment**
- To receive CRT-Alternate materials, eligible students' IEPs should indicate Alternate Assessment in AIM by January 20, 2017.
- UPS will deliver boxes to system offices on or after February 15, 2017
 - If you do not receive all your expected material by February 21, 2017, contact the Measured Progress Service Desk:
 - (888) 792-2741 or montanahelpdesk@measuredprogress.org



Test Materials

Boxes of test materials for each school and grade in a system contain:

1. Memo
2. Materials Summary
3. Student labels – sorted by grade, teacher, student
4. Form for unused barcode labels
5. CRT Test Coordinators Manual (TCM)
 - 1 manual for each school packed with the lowest grade's materials
6. Test Administrators Manuals (TAM)
 - 1 per grade for each school, plus 1 for every 20 students enrolled
7. Special Handling Envelope
8. UPS ground label for returning test booklets and CRT-Alternate materials
9. "For Return of Used Answer Documents" envelope(s)
10. Flat box with pre-affixed UPS 2 Day RS label for returning used Answer Booklets
11. Test booklets (Large Print & Braille)
12. Answer Booklets
13. CRT–Alternate Return Materials:
 - White plastic envelopes (1 per student), checklist, survey and return instructions
14. CRT–Alternate Test Material Kits
 - Grade-specific accordion folders with test materials
 - 1 per school, or use kits from previous years



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System Inventory

System offices will receive materials boxes and notify System Test Coordinators of their receipt.

- For all schools within that system for grades 4, 8 and 10
- Any school(s) that had registered a student for the CRT-Alt in AIM
- System Test Coordinators should:
 - Inventory to ensure that materials for all school and grade combinations expected to test have been received
 - Distribute boxes to schools



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Box Inventory

Box Inventory

- Open boxes and inventory contents immediately
- Verify that the quantities you received match the quantities listed on the Material Summary Form.
 - Count test booklets, the count should match the quantity listed on the Materials Summary Form, record this number for reference when preparing to return test booklets after testing.

If you find a discrepancy, contact Measured Progress immediately:
(888)792-2741 or montanahelpdesk@measuredprogress.org

Test Booklets

- Under no circumstances should test booklets or marked Answer Booklets be reviewed, circulated, duplicated, or discussed. The only exception is for the administrator who needs to read to a student who is taking the test with a modality accommodation.
- Test booklets are secure materials; this means that they are confidential as noted above and that all test booklets received by a system/school must be returned to Measured Progress.
- If a test booklet is damaged or destroyed for any reason, document the booklet number and notify OPI and Measured Progress



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Additional Materials

- Additional Materials may only be ordered if you have already received a shipment.
- To order materials you will need the school's MP Ship Code. This code may be found on the Material Summary Form. (see example on next slide)
- Additional CRT test booklets and Answer Booklets may be ordered via *iServices* from the day you receive your materials until March 22.
- Additional Alternate materials can only be ordered by calling or emailing the Measured Progress service desk: (888) 792-2741 or montanahelpdesk@measuredprogress.org
- Additional Large Print test booklets are ordered as an additional material on the *iServices* page; orders received after March 14 cannot be filled.
- Additional shipping materials may be ordered until March 27.
- Additional manuals and forms can be downloaded from the OPI website or the *iServices* website



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Material Summary Example

MP Ship Code

Measured Progress 50 Education Way
Dover, NH 03820

MATERIAL SUMMARY

Ship To:

MP Ship Code:	00000000707936	Base Period:	02/14/2008
Contract Name:	MontCAS 2007-2008	Administration:	2007-2008
County Code:	102309	MI Code:	Supplemental Unit Name:
District Code:	0997	District Name:	Whitney K-12 Schools
School Code:	1789	School Name:	Whitney 7-8
Grade:	08	Enrollment:	6
Total Boxes Shipped:		2	

Box Label:	00000211547001	Unit	Qty Shipped	Qty Received	Qty Returned
Content:					
Grade 8 Test Booklets		EA	10		
Return of Answer Document Box(es) with Attached 2-Day RS Label		EA	1		
Grade 8 Student Response Booklet		EA	10		

Box Label:	00000211547002	Unit	Qty Shipped	Qty Received	Qty Returned
Content:					
Grade 8 Set of Student Labels		EA	1		
Return Service Labels - Ground		EA	1		
Special Handling Envelope		EA	1		
Grade 8 Return of Used Answer Document Envelope		EA	1		
Memo		EA	1		
Grade 8 Test Administration Manual		EA	1		
Form for Voided Barcode Labels		EA	1		
Material Summary		EA	1		

MP Ship Code: *00000000707936* Page: 1 of 1



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Test Preparation: Student Labels & Answer Booklet Coding



Student Barcode Labels

Label Data was extracted from AIM. All students enrolled at your school in AIM on January 20, 2017 should have a label.

- A student label is valid when the state student ID matches the student being tested regardless of the accuracy of the other information on the label. All demographic or label data errors should be reported to the AIM staff at OPI immediately.
- If you did not receive a label for a student, you must bubble Boxes A, B, D & E on page 1 of the Answer Booklet.
- Teacher information was also included in the AIM extract. If a teacher name was included in the AIM "sortby" field, it will be printed on the label.
- The CRT AIM count date is March 22. Enrollment and participation updates need to be completed in AIM by April 4. Keeping your AIM data correct and up to date will ensure the accurate reporting of participation and assessment results.*

* Reporting errors that are identified as the result of improper coding in AIM or on the Student Answer Booklet will not be rectified in MARS. Any errors identified as the result of improper handling by Measured Progress will be fixed and results will be re-posted on MARS



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Example of Student Barcode Label

Student Last, First M	Dis-Sch Code
Teacher: Teachers Name	Grade: 04
	
1234567890	
School Name	SSID: 1234-567-890



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Unused Barcode Label Form

- One form will be included in each school/grade shipment (this form may be copied or downloaded)
- This form is used to identify those students for whom you received a barcode label you did not use for any reason
- The form is school-specific but not grade-specific, thus multiple grades can be included on one form (in some cases only one form may be needed per school)
- Return the form (loose) in any grade's "Used Answer Document" box.
- **This form does not take the place of the required MontCAS Online Report of student non-participation**



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Student Answer Booklets

- Grades 4, 8 & 10 – CRT and CRT-Alt
- Use of markers and highlighters allowed only in test booklet, *not* in the answer booklet.
- Page 1 bubbling
 - Label / no label
 - Test Booklet Form Number



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Transferring Scores Large Print and Braille

Students taking the CRT in the Large Print or Braille format may mark their responses in the actual test booklets.

If this is the case, the test administrator must transfer the student's responses from the Test Booklet to the student's Answer Booklet for the student to receive a score.



Test Administration

Students Who Move During the Testing Window

PLEASE DO NOT

send materials to other schools.

- OPI will prepare and post a flow chart with instructions.



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Test Administration Manual CRT

The Test Administration Manual (TAM) should be read by all staff involved with administering the CRT.

Instructions for Test Administrators.

- The manual contains “scripts” that should be read to all students before all test sessions. Scripts and directions must be read *exactly and not changed*.
 - Use of the test “script” helps ensure a uniform test-taking experience for all Montana students.
- Test Security: documents referenced on slides 10 and 11
- Suggested Testing Times
- Accommodations



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Post Test and Return of Materials to Measured Progress



Post Administration

When test administration, including make-up tests, is complete:

- Collect materials and verify that there is an answer booklet for each student tested.
- Inventory test booklets.
 - All test booklets must be returned to Measured Progress. Missing test booklets constitute a testing irregularity.
- Check that the answers for students who used a Large Print test booklet, Braille, or the CRT-Alt have been bubbled in the students' Answer Booklets.
- Verify that each Student Answer Booklet has a barcode label or has the appropriate name and Student ID bubbled on page 1.
- Check page 2 for appropriate coding
- Complete required online test security agreements.



Test Security Agreements

- iservices.measuredprogress.org
- Select the system and your role
- Enter the requested information
- Note the link to the documentation
- System Test Coordinator for each System
- Principal for each school



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Test Security Agreement Completion

- A confirmation page will show all entered information
- Be sure to click confirm to complete the process



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Packing Instructions Used Answer Booklets

Used Answer Booklets are to be returned in the boxes labeled "For the Return of Used Answer Documents." Boxes must be shipped to Measured Progress no later than March 28, 2017. Boxes should include:

- Grade-specific "For Return of Used Student Answer Documents" envelopes containing used answer booklets (including Alternate answer booklets)
- "Special Handling" envelopes (if necessary)
- Completed Voided/Unused Barcode Label Form (if necessary)
- Used Answer Booklets must be received by Measured Progress by March 30 to ensure on time release of test results
- More details are in the TCM



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Packing Instructions CRT Test Booklets and Unused Materials

- Put all test booklets and unused materials into the boxes.
- Seal and apply the UPS ground labels that you received in the initial shipment
- March 28, 2017 is the deadline to ship booklets and unused materials (including unused Answer Booklets): CRT Test Booklets and unused Answer Booklets are to be kept secure, inventoried, and accounted for prior to returning them to Measured Progress. Any missing booklets are considered a security breach and will be treated as a serious testing irregularity and could impact AYP results.
- (see page 16-18 of TCM for more detailed instructions)



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Returning Test Materials to Measured Progress It is never too early to return materials!

Two Shipping Methods

UPS 2nd Day Air

- For **Used CRT Student Answer Booklets**
 - Label is pre-affixed to the grade-specific "For Return of Used Answer Document" boxes
 - This shipping method is purposefully faster so that scoring can begin ASAP.

UPS Ground

- For Used and Unused CRT Test Booklets, Unused CRT material and CRT-Alternate Return Envelopes
 - **Ground labels** were included with testing material. Please remove the original shipping label and place the UPS Return Service label on the original shipping containers
 - A CRT-Alternate return envelope was provided for each student registered for the alternate assessment

To ensure prompt processing and scoring at MP, please use the appropriate method for the materials described above. Combining materials delays the scoring process.



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Return to Measured Progress via UPS

To arrange a UPS pick-up:

Option 1 – use iServices to arrange next-day pick-up

Option 2 – Call UPS directly to arrange a pick-up

Option 3 – give pre-labeled boxes to any UPS driver



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Reporting

- Montana Analysis and Reporting System (MARS)
 - Assessment results will be reported on May 31, 2017.
 - Access MARS via the *iServices* website
 - <http://iservices.measuredprogress.org>
- Passwords will remain the same
 - Password information may only be obtained from OPI
 - New password requests are to be through OPI
- Parent letters and labels will arrive the first week of September
- PDF files of the parent letters will be posted on the reporting section of MARS



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MontCAS Contacts

Marcy Fortner, Assessment Program Administrative Specialist
406-444-3511, mfortner@mt.gov

Jessica Eilertson, State Assessment Director
406-444-3656, jeilertson@mt.gov



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Measured Progress Service Desk

- For
 - Smarter
 - Science CRT and CRT-Alt

All calls and questions can be directed to:

(888) 792-2741

montanahelpdesk@measuredprogress.org



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